

# User Manual

## Management System: P G School, IARI

### Creation of New User Account

#### Help Desk :

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## 1. Login

### 1.1 Accessing the Login page

Steps.

1. Click **Start Button** on left hand corner of your Monitor Screen.
2. Drag the mouse and place the mouse-pointer over **Programs**.
3. Look at the pop-up menu on right of the screen and search **Internet Explorer**.
4. Drag gently mouse-pointer over **Internet Explorer**.
5. Double-click **Internet Explorer** to start it.
6. Find address-bar at top of the Internet Explorer Window.
7. Type <http://pgs.iasri.res.in/> in the address-bar and press Enter key.

Result

1. You will see the Log-in Page of **Management System for P G School, IARI** (Fig. 1.).

The screenshot shows the login page of the PG School, IARI Management System. The URL in the address bar is <http://pgs.iasri.res.in/>. The page title is "Welcome to PG School, IARI Management System - Windows Internet Explorer". On the left, there's a sidebar with "PGS-MS" and "Related Links" sections. The main content area features the IARI logo and text about its status as a Deemed University. It also describes the system as developed under a project and lists sub-modules like Courses Management, Student Management, etc. A red box highlights the "Login\*" section, which contains fields for "User Name" and "Password", and buttons for "Sign In" and "New User". The "New User" button is circled in red. A note at the bottom of the login form says "\* For authenticated PG School, IARI members". At the bottom, it says "Best viewed using IE 6.0 and above." and includes the IASRI logo and contact information.

Fig. 1. Login Page of PG School, IARI.

## 1.2 Creation of Login Account for New Users

### 1.2.1 Open User Registration Form

Steps.

1. Look at **Login** dialogue-box at top right corner of the Login page in Fig. 1.
2. Click on **New User** button.

Result

1. You will see User Registration page (Fig. 2.).

The screenshot shows the 'User Registration' page of the PG School, IARI Management System. The page has a header with the institution's name and a sub-header 'Please create User Id as your First Name followed by Date of Birth(ddmmYYYY) e.g. dinesh23031984'. On the left, there is a sidebar with 'PGS-MS' navigation links (Project Brief, Green Book, Syllabus, e-Learning, Tutorial, Contact Us) and Related Links (ICAR, IARI, IASRI, NBPGR). Below the sidebar are 'Home' and 'Logout' buttons. The main form area contains fields for User ID, First Name, Middle Name, Last Name, Title (with 'Dr.' selected), Father's Name (with a note: 'Password must be 8 characters long and should contain atleast one numeric character'), Password, Confirm Password, Email, Web Page, Gender (Male or Female), Category, User Type, D.O.B. (with dropdown menus for DD, MM, and YYYY), Phone, Mobile, Address Correspondence, and Address Permanent. A note at the bottom states 'The fields marked with \* are mandatory.' At the bottom right are 'Submit' and 'Reset' buttons. The browser status bar at the bottom indicates 'Done', 'Internet | Protected Mode: On', and zoom level '100%'.

**User Registration**  
Please create User Id as your First Name followed by Date of Birth(ddmmYYYY) e.g. dinesh23031984

*User ID	<input type="text"/>
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
*Title	Dr. <input type="button" value="▼"/>
*Father's Name	<input type="text"/>
Password must be 8 characters long and should contain atleast one numeric character	
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
Email	<input type="text"/>
Web Page	<input type="text"/>
*Gender	Male <input type="radio"/> Female <input checked="" type="radio"/>
*Category	<input type="button" value="▼"/>
*User Type	<input type="button" value="▼"/>
*D.O.B.	DD <input type="button" value="▼"/> MM <input type="button" value="▼"/> YYYY <input type="button" value="▼"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
*Address Correspondence	<input type="text"/>
*Address Permanent	<input type="text"/>

The fields marked with \* are mandatory.

Submit Reset

Fig. 2. User Registration

### 1.2.2 Fill User Registration Form

The form in Fig. 2., contains various items. They are shown in blue font. Each item has some box or list-boxes or radio-buttons next to the item. You need to click inside a box and type in the desired information for \*User ID, \*First Name, Middle Name, Last Name, \*Title, \*Father's Name, \*Password, \*Confirm Password, Web Page, Phone, Mobile, \*Address Correspondence, \*Address Permanent. The items marked with \* are mandatory. The User

ID should be 'Your First Name followed by Date of Birth(ddmmmyyyy) e.g. dinesh23031984'.  
 Password must be 8 characters long and should contain at least one numeric character.

#### Steps.

1. Fill in the text boxes next to the items name as indicated in above paragraph.
2. As the case may be, click on either **Male** or **Female** button next to **\*Gender** item.
3. Click on list-box next to **\*Category** item, drag the mouse pointer to GEN, SC, ST or OBC and click it as per your category.
4. Click on list-box next to **\*User Type** item, drag the mouse pointer to PG School Official, Faculty, Student or Teacher as per your status in PG School, IARI. Dean, Professor, Head, Professor, Head and Professor, Guide user type is Faculty. Administrator will upgrade the status as per his records.
5. To enter your date of birth in the system,
  - a. Click on first list box next to **\*D.O.B.item** and click on day of your birth.
  - b. Click on second list box next to **\*D.O.B.item** and click on month of your birth.
  - i. Click on third list box next to **\*D.O.B.item** and click on year of your birth.
6. Finally, click on **Submit** button.

#### Result

1. A sample Registration Form is shown in Fig. 3.
2. On clicking the **Submit** button in Fig. 3., you will see the user verification screen Fig. 4.

**Management System : PG School, IARI**

**User Registration**

Please create User Id by appending your First Name followed by Date of Birth(ddmmmyyyy) e.g. dinesh23031984

<b>*User ID</b>	hari0721950
<b>*First Name</b>	Hari
<b>Middle Name</b>	Om
<b>Last Name</b>	Agarwal
<b>*Title</b>	Mr. ▾
<b>*Father's Name</b>	Mr. Ram Saran Dass
Password must be 8 characters long and should contain atleast one numeric character	
<b>*Password</b>	*****
<b>*Confirm Password</b>	*****
<b>Email</b>	hariom@iasri.res.in
<b>Web Page</b>	
<b>*Gender</b>	Male <input checked="" type="radio"/> Female <input type="radio"/>
<b>*Category</b>	GEN ▾
<b>*User Type</b>	Teacher ▾
<b>*D.O.B.</b>	07 ▾ Feb ▾ 1950 ▾
<b>Phone</b>	
<b>Mobile</b>	9868307277
<b>*Address Correspondence</b>	Division of Computer Applications, IASRI, ▾
<b>*Address Permanent</b>	Division of Computer Applications, IASRI, ▾

The fields marked with \* are mandatory.

**Submit** **Reset**

Done Internet | Protected Mode: On 100% ...

**Fig. 3. Sample Filled in User Registration Form**



## Management System : PG School, IARI

<b>PGS-MS</b> <ul style="list-style-type: none"> <li>▶ Project Brief</li> <li>▶ Green Book</li> <li>▶ Syllabus</li> <li>▶ e-Learning</li> <li>▶ Tutorial</li> <li>▶ Contact Us</li> </ul> <b>Related Links</b> <ul style="list-style-type: none"> <li>▶ ICAR</li> <li>▶ IARI</li> <li>▶ IASRI</li> <li>▶ NBPGR</li> </ul> <p style="text-align: center;"><a href="#">Home</a>    <a href="#">Logout</a></p>	<p><b>PLEASE CHECK ENTERED DATA</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>User ID</td> <td>hari07021950</td> </tr> <tr> <td>First Name</td> <td>Hari</td> </tr> <tr> <td>Middle Name</td> <td>Om</td> </tr> <tr> <td>Last Name</td> <td>Agarwal</td> </tr> <tr> <td>Title</td> <td>Mr.</td> </tr> <tr> <td>Father's Name</td> <td>Mr. Ram Saran Dass</td> </tr> <tr> <td>Email</td> <td>hariom@iasri.res.in</td> </tr> <tr> <td>WebPage</td> <td></td> </tr> <tr> <td>Gender</td> <td>male</td> </tr> <tr> <td>Category</td> <td>GEN</td> </tr> <tr> <td>User Type</td> <td>tc</td> </tr> <tr> <td>User DoB (Date)</td> <td>07</td> </tr> <tr> <td>User DoB (Month)</td> <td>02</td> </tr> <tr> <td>User DoB (Year)</td> <td>1950</td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>Mobile</td> <td>9868307277</td> </tr> </table> <p style="margin-top: 5px;">Address Correspondence Division of Computer Applications, IASRI, New Delhi Address Permanent Division of Computer Applications, IASRI, New Delhi</p> <p style="text-align: center;"><a href="#">Home</a> <a href="#">Edit</a> <a href="#">Reset</a> <b>Verified</b></p>	User ID	hari07021950	First Name	Hari	Middle Name	Om	Last Name	Agarwal	Title	Mr.	Father's Name	Mr. Ram Saran Dass	Email	hariom@iasri.res.in	WebPage		Gender	male	Category	GEN	User Type	tc	User DoB (Date)	07	User DoB (Month)	02	User DoB (Year)	1950	Phone		Mobile	9868307277
User ID	hari07021950																																
First Name	Hari																																
Middle Name	Om																																
Last Name	Agarwal																																
Title	Mr.																																
Father's Name	Mr. Ram Saran Dass																																
Email	hariom@iasri.res.in																																
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User Type	tc																																
User DoB (Date)	07																																
User DoB (Month)	02																																
User DoB (Year)	1950																																
Phone																																	
Mobile	9868307277																																

**Fig. 4. User Verification Screen.**

### 1.2.3 Receive Confirmation from the System

#### Steps

1. Click on **Edit** button, if you see some wrong information in Fig. 4. and wants to correct it.
2. Click on **Home** button in Fig. 4., if you do not wish a login account on the system.
3. Click on **Verified** button, if you believe the information is right and want to proceed with creation of user account of Management System: PG School IARI.

#### Results

You will get an acknowledgement from the system as in Web-page in Fig. 5.



## Management System : PG School, IARI

<b>PGS-MS</b> <ul style="list-style-type: none"> <li>▶ Project Brief</li> <li>▶ Green Book</li> <li>▶ Syllabus</li> <li>▶ e-Learning</li> <li>▶ Tutorial</li> <li>▶ Contact Us</li> </ul> <b>Related Links</b> <ul style="list-style-type: none"> <li>▶ ICAR</li> <li>▶ IARI</li> <li>▶ IASRI</li> <li>▶ NBPGR</li> </ul> <p style="text-align: center;"><a href="#">Home</a>    <a href="#">Logout</a></p>	<p><b>Thank You Mr.Hari</b>          Your application for registration has been received.          You will be contacted through E-mail after verification.</p>
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**Fig. 5. User Receiving Thanks After Registration**

## 1.3 Login After Submission of your Application for Registration

Once you have received thanks from the system Fig. 5., the System Administrator will receive your application for Registration. The System Administrator will confirm your identity as a faculty/ Student/ Teacher/PG School Official and authorize you as authenticated user of the system. Once you become an authorized user you can login into the system.

### Steps

1. Access the website of the system (Section 1.1).
2. Look at Login dialogue-box at top right corner of the Login page in Fig. 1.
3. Fill in User Name and Password textboxes
4. Click on Sign In button.

### Results

You will see a similar page as shown in Fig. 6. This is your Home page.

The screenshot shows the homepage of the Management System for PG School, IARI. The header features the logo and title "Management System : PG School, IARI". A navigation bar includes links for Home, Personal, Courses, Advisory Committee, Reports, Progress Report, Thesis Submission, ORW, Comprehensive Exam, and Student Contingency. On the left, a sidebar lists "PGS-MS" links (Project Brief, Green Book, Syllabus, e-Learning, Tutorial, Contact Us) and "Related Links" (ICAR, IARI, IASRI, NBPGR). The main content area displays "Basic Information of Mr. Hari Om Agarwal" with the following details:

Faculty Id	hari07021950
Faculty Posting Place	IASRI
Faculty Specialisation	IASRI
Faculty Research Area	Website Development
Parent Discipline	Computer Application
Discipline	Computer Application

Below this is a "Qualification Table" which states "No Records found". The "Profile Table" shows the following user information:

User Id	hari07021950
First Name	Hari
Middle Name	Om
Last Name	Agarwal
Title	Mr.
Father's Name	Mr. Ram Saran Dass
Email Id	
Web Page	
Gender	male
Category	GEN
Type	ft
Date of Birth	7/2/1950

At the bottom, browser status icons indicate "Internet | Protected Mode: On" and a zoom level of "100%".

Fig. 6. Home Page of a User